

WESTFIELD WASHINGTON TOWNSHIP PLAN COMMISSION RULES OF PROCEDURE

Article I: Jurisdiction and Responsibilities

1. The jurisdiction of the Westfield Washington Township Plan Commission ("Commission") shall be the whole of Washington Township, Hamilton County, Indiana, including the corporate Town of Westfield.
2. The Commission acts in an advisory capacity to the Westfield Town Council (Council) regarding:
 - a. The adoption of a comprehensive plan and amendments thereto (IC 36-7-4-500 series);
 - b. The adoption of a zoning ordinance and zoning maps and amendments thereto (IC 36-7-4-600 series); and
 - c. Any other matter, within the jurisdiction of the Commission, authorized by the advisory planning law. (IC 36-7-4)
3. The Commission renders final decisions concerning and approves:
 - d. Plats or replats of subdivisions (IC 36-7-4-700 series); and
 - e. Site development plans (IC 36-7-4-1400 series).
4. The Commission, through its meetings, offers a public forum for community input. It is the responsibility of the Commission to facilitate this process.

Article II: Membership

4. The Commission shall consist of nine (9) members (per IC 36-7-4-1210.5) as follows:
 - f. Two (2) members of the Town legislative body (Council), to be appointed by the Town executive (Council) for a one (1) year term;
 - g. Two (2) Town residents who are not elected officials or Town employees, to be appointed by the Town executive (Council) for a four (4) year term;
 - h. One (1) member of the Township (advisory) board, to be appointed by the Township executive (Trustee) for a one (1) year term; and
 - i. Four (4) Township residents who:
 - i. Are not residents of the Town; and

ii. Are not employees of the Town or Township;

to be appointed by the Township executive with the approval of the Township legislative body for a four (4) year term.

5. The term of the appointees under 1. b. and 1. d. above shall be staggered such that one appointment expires each year, except for two years of every four years when two (2) terms shall expire. Members are eligible for reappointment. A member serves until a successor is appointed and qualified.
6. If a vacancy occurs among the membership, then the appointing authority shall appoint a member for the unexpired term of the vacating member.

Article III: Officers

7. The Westfield Washington Township Plan Commission ("Commission") shall, at its first regular meeting in each year, elect from its members a President and Vice-president. The President shall preside at all meetings. The Vice-president shall have the authority to act as President of the Commission during the absence or disability of the President. In the absence of both the President and Vice-president, the Secretary shall preside over the election of a President pro-tempore who shall have the authority to act as President of the Commission for the specific meeting at which (s)he is elected.
8. The Community Development Director ("Director") shall be permanently appointed as Secretary of the Commission. In the event of a vacancy in the position of Director, the office of Secretary shall be transferred to an interim Director as appointed by Council.
9. The Director shall be responsible for providing a recording secretary to take and transcribe meeting minutes.

Article IV: Meetings

10. The regular meetings of the Commission shall be the fourth Monday of each month at 7:00 P.M. in the meeting room of Westfield Town Hall, unless a different time and place are established and given proper notice. When the fourth Monday of the month is a legal holiday, the meetings shall be held on the Tuesday immediately following the fourth Monday. No regular meeting shall be held during the month of December. All meetings of the Commission, except duly called executive meetings, are open to the public. Petition filing deadlines for regular meetings are as established administratively by the Director.
11. Special meetings may be called by the President or by two members of the Commission upon written request to the Secretary (IC 36-7-4-307). The Secretary shall send to all members a written notice of the time and date at least three days before the meeting. This written notice is not required if all members are present at a regular meeting when the date and time are fixed.
12. A majority (five) of the members of the Commission shall constitute a quorum. No action, however, is official unless authorized by a majority of the Commission at a

regular or properly called special meeting.

13. Decisions of the Commission shall be by roll call vote of the members. The first roll of each meeting shall be called in alphabetical order of the members' last names. Each successive roll shall be called in the same order as the immediately preceding roll except that the member who voted first in the immediately preceding roll shall vote last. For example:

<u>Roll Call</u>	<u>Member</u>
1st	1,2,3,4,5,6,7,8,9;
2nd	2,3,4,5,6,7,8,9,1;
3rd	3,4,5,6,7,8,9,1,2;

and so on, until the meeting is adjourned.

1. No member of the Commission shall participate in the hearing or decision upon any zoning matter, other than the preparation and enactment of an overall or comprehensive plan, in which the member is directly or indirectly interested in a financial sense (i.e., conflict). In the event of a conflict, the member shall describe the conflict immediately after the matter is introduced by the presiding officer, leave the room, and take no part in the discussion or decision. The existence and description of the conflict shall be entered in the record. All members present shall vote on every question unless prevented by conflict or excused by the presiding officer.
2. The Commission shall keep minutes of its proceedings showing the vote of each member on each question presented, or indicating that the member is absent or not voting.
3. The Director (or other designated individual designated by the Director) shall keep a record of all proceedings (minutes) of the Commission which shall be presented to the Commission at the next regular succeeding meeting for acceptance into the record. Upon acceptance, the record shall be signed by the President and attested by the Secretary.
4. It shall be the policy of the Commission to conclude all Commission meetings at or before 11:00 o'clock p.m. In the event docket items or other Commission matters have not been acted on by 11:00 o'clock p.m. on any meeting day, the meeting shall be recessed and reconvened on the same day of the following week, in the same location, at 7:00 p.m. unless otherwise announced, and all items or matters not acted on during the recessed meeting may be acted on during the reconvened meeting without further advertisement. The above notwithstanding, the Commission may extend any meeting beyond the hour of 11:00 o'clock p.m. on a vote of at least 3/4 of all members present provided a quorum of the Commission exists.
5. Roberts Rules of Order may be consulted for conduct of the meetings in situations not otherwise addressed by these rules.

Article V: Docket

14. Each case to be publicly heard before the Commission shall be filed in proper form with

the required data, shall be numbered serially and placed on the docket of the Commission. The docket numbers shall include the year and begin anew on January 1 of each year.

15. As soon as the case receives a docket number it shall be placed on the docket of the Commission and a date set for hearing. Cases shall come before the Commission in the regular order of their consecutive numbers unless otherwise ordered by the Director or changed by the Commission at the beginning of a meeting.

Article VI: Order of Business

1. The order of business at regular meetings shall be:
 - a. Call to Order
 - b. Roll Call
 - c. Announcements
 - d. Acceptance of Minutes of Previous Meetings
 - e. Consent Agenda
 - f. Old Business
 - g. New Business
 - h. Reports
 - i. Adjournment

Article VII: Hearings

1. Public hearings shall be held on the adoption or amendment of a Comprehensive Plan, the adoption or amendment of a Zoning Ordinance (text or map), the approval of a preliminary subdivision plat and other petitions as necessary.
2. A petitioner who seeks to amend the Zoning Ordinance or the Comprehensive Plan or to gain approval of a preliminary subdivision plat and other petition as may be required by the Zoning Ordinance shall file such petition with the Commission. Upon the receipt of such petition, the Secretary shall prepare a notice in accordance with Article X.
3. In order for a petition to be heard, the petitioner or an agent or representative for the petitioner, shall be in attendance to present the petition and answer questions about the petition. If no one is present to represent the petition, then the Commission shall dispose of the petition in accordance with Article IX.
4. Administrative rules and deadlines are established by the Director for procedures such as filing petitions and are available in the Department.

Article VIII: Conduct of Hearings

1. Public hearings shall be conducted according to the following procedure. Please note the time limitations for each hearing segment.

- a. For any petition for which a public hearing is required, after a petition is introduced by the President, a staff report will be given.
 - j. After being recognized by the President, each speaker will step up to the podium, sign in and state his/her name and address.
 - k. The petitioner shall first present the facts and arguments in support of the case. (10 minutes)
 - l. Comments and questions from the Commission and staff shall be held until the end of the initial presentation.
 - m. The official public hearing shall then be opened. Comments from organized groups, committees, and individuals, other than petitioner, shall then follow. (5 minutes per speaker) Speakers should present new points and not repeat previous speakers. The public hearing shall then be closed.
 - f. The petitioner shall then receive reasonable time for rebuttal. (5 minutes) There shall be no time for rebuttal to the rebuttal.
 - n. To maintain orderly procedure, each side should proceed without interruption by the other side.
 - o. After the discussion of the case has concluded, the Commission should consider the petition.
2. In the presentation of a case:
- j. The burden shall be upon the petitioner to supply all information, including charts, diagrams and other exhibits necessary for a clear understanding of the case.
 - k. Statements to the Commission made by the petitioner at the meeting regarding anticipated methods of operation, siting or other details relevant to the decision shall be binding agreements between the petitioner and Commission if they_ become written commitments as per WC 16.04.010 W. (in the case of Development Plans and rezones) or if they are included as conditions to any motion to approve. Such commitments or conditions shall be reflected in the minutes of that meeting.
 - l. Drawings, displays, or documents presented at the meeting by the petitioner illustrating such details shall also be binding agreements, shall become part of the public record and shall be entered into the case file.
6. Every person appearing before the Commission shall abide by the orders and directions of the President. Discourteous, disorderly or contemptuous conduct shall be regarded as a breach of the privileges of the Commission and shall be dealt with as the President directs.
7. Preliminary plat approvals for subdivisions may be continued after the public hearing upon a finding by the Commission that the required drawings and/or other required information presented by the petitioner is deficient to the extent that a sound decision

cannot be rendered by the Commission.

8. Applicants shall be entitled to one postponement/continuance to the first regular Commission meeting following the meeting advertised by public notice. Such postponement/continuance must be requested in writing or shall be requested in person by the applicant, or their representative, at the scheduled meeting. Written requests for postponement/continuance shall be delivered to the Department at least one week prior to the advertised hearing date.
9. Subsequent postponement/continuance requests, or requests for a postponement/continuance to a meeting beyond the meeting referred to in paragraph "5" above shall be made to the Commission in person by the applicant, or their representative, and shall be granted only for good cause shown.
10. Failure of the applicant, or their representative, to appear in order to make the request referred to in paragraph "6" above shall result in the applicant's notice being deemed ineffective. If the applicant chooses to proceed with the subject request, it will become necessary for notice to be served again as originally required for Commission hearings.
11. Postponement/continuation of Commission requests to a date more than six (6) months beyond the original noticed meeting shall not be granted. The Commission shall dismiss such pending requests. The right of applicants to re-file such applications shall be preserved, providing no final disposition of the prior request has been granted. Such application shall again be subject to the payment of filing fees.
12. The Commission, at its discretion and on an affirmative vote of a majority of the Commission, may continue or postpone the hearings of any case when, in its judgment, the petitioner has not provided sufficient evidence on which to make a determination.

Article IX: Final Disposition of Cases

16. The disposition of cases requiring final approval from the Westfield Town Council ("Council") shall be in the form of a recommendation to the Council.
17. The final disposition of cases requiring only Commission approval shall set forth the findings and determinations of the Commission, together with any modification, specification or limitation it makes.
18. The Commission may dismiss a case for lack of representation by the petitioner or lack of jurisdiction. If a petition is dismissed for lack of representation and a postponement/continuation in accordance with Article VIII has not been granted by the Commission, then the case may be dismissed and the petitioner may refile in accordance with these rules.
19. A petitioner may not withdraw a case after a roll call vote has been ordered by the President.
20. A case that has been withdrawn by the petitioner or a case that has received an adverse decision shall not be placed on the docket for consideration until 12 months after the date of the decision.

Article X: Notice

1. In the event that a request for action by the Commission is being made by 100 percent of the property owners directly included in the proposed action, the following requirements for notice must be met:
 - a. All applicants shall inform interested parties of the proposal by sending a copy of legal notice to the residence or the last known address of the interested parties, with such notice being postmarked at least 21 days before the public hearing date.
 - b. Such notice shall state:
 - i. The general location by address or other identifiable geographic description of the subject property or area.
 - ii. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
 - iii. The name of the applicant(s).
 - iv. The times and places that the petition has been set for hearing.
 - v. That the application and file may be examined in the office of the Department.
 - vi. That the addressee may voice an opinion at the hearing and/or file written comments with the Commission.
 - vii. That the hearing may be continued from time to time as may be found necessary.
 - c. Interested parties shall be defined per the Zoning Ordinance.
 - d. In order to determine the names and addresses of property owners to whom notice must be sent, the applicant or the applicant's agent shall consult the current Plat Book and Transfer Book located in the office of the Auditor of Hamilton County, Indiana, or in the office of the auditor of any relevant adjacent county to determine the tax numbers of the parcels involved. The tax numbers for the parcels shall be taken to the Office of the Treasurer of Hamilton County, Indiana, or in the office of the treasurer of any relevant adjacent county, where the most recent names and addresses of the property owners are on file. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the 21 days before the public hearing date.
 - e. The manner in which notice must be sent to interested parties shall be as follows:
 - viii. Required notices to interested parties shall be sent by certified mail

without return receipt requested and postmarked at least 21 days before the public hearing.

- ix. Proof that notice has been mailed shall consist of the postmarked certified mail receipts and shall be sufficient proof of notice under these rules regardless of actual receipt by the intended recipient. Said receipts must be filed in the office of the Community Development Department seven (7) calendar days prior to the public hearing.
- x. Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing
- f. The Department shall cause a legal notice to be published in a newspaper qualified to publish legal notices as established by Council (newspaper) at least 21 days before the public hearing.
- g. For rezones, development plans, preliminary plats and other petitions that may require a public hearing, the applicant shall post a sign or signs on the subject property in a location clearly visible to passing traffic. The Department staff shall determine sign locations with not less than one sign placed on the property per street frontage per block. Signs shall be available in the office of the Department.
- 5. In the event of a request for action by the Commission is being made by less than 100 percent of the property owners directly included in the proposed action, or in the event that Commission or the Council is the proponent of the action, the following requirements for notice must be met:
 - h. All applicants (other than the Commission or the Council) shall inform interested parties of the proposal by sending a copy of legal notice to the residence or the last known address of the interested parties, with such notice being postmarked at least 21 days before the public hearing date.
 - i. In any case where a proposal to change the zone maps is initiated by the Commission or the Council, other than a proposal to repeal and replace the Zoning Ordinance and/or the Zone Maps for the entire planning jurisdiction and/or the Comprehensive Plan or to amend the text of the Zoning Ordinance or the Comprehensive Plan, notice shall be given to interested parties by the Department. Such notice shall be postmarked at least 21 days before the public hearing date.
 - j. Such notice shall state:
 - xi. The general location by address or other identifiable geographic description of the subject property or area.
 - xii. A summary of the subject matter contained in the proposal and/or a description of the proposed change in the zone maps, where the proposal involves a change to the zone maps.
 - xiii. The name of the applicant.

- xiv. The times and places the petition has been set for hearing.
 - xv. That the application and file may be examined in the office of the Department.
 - xvi. That the addressee may voice an opinion at the hearing and/or file written comments with the Commission.
 - xvii. That the hearing may be continued from time to time as may be found necessary.
- k. Interested parties shall be defined per the Zoning Ordinance.
- l. In order to determine the names and addresses of property owners to whom notice must be sent, the applicant or the applicant's agent shall consult the current Plat Book and Transfer Book located in the office of the Auditor of Hamilton County, Indiana, or in the office of the auditor of any relevant adjacent county to determine the tax numbers of the parcels involved. The tax numbers for the parcels shall be taken to the Office of the Treasurer of Hamilton County, Indiana, or in the office of the treasurer of any relevant adjacent county, where the most recent names and addresses of the property owners are on file. A good faith effort shall be made to investigate and resolve any discrepancies or omissions in or among such records in order to determine the name and address of the current owner of record. Each notice shall be mailed and postmarked no later than the 21 days before the public hearing date.
- m. The manner in which notice must be sent to interested parties shall be as follows:
- xviii. Required notices to interested parties shall be sent by certified mail with return receipt requested to all owners of property within the area that is the subject of the proposal, other than those who have signed the application requesting Commission approval except as otherwise provided in Paragraph (f) (iii) herein. Such notice shall be postmarked at least 21 days before the public hearing.
 - xix. Required notices to all other interested parties shall be sent by certified mail without return receipt requested.
 - xx. It shall be the duty of the Department to examine the file within the seven (7) calendar days prior to the public hearing to determine whether all required proof of service/notice (as set forth in Paragraph (g) and/or (f) (iv) of this Rule) has been filed, and to advise the Commission at the public hearing of any omissions or deficiencies in such proof of service. In any case where a notice has been sent by certified mail with return receipt requested in accordance with these rules, but no signed return receipt has been received by the sender on or before the date of the public hearing, or where notice is returned to the sender for any reason, the petitioner shall promptly make a good faith attempt to obtain delivery by reasonable alternative means which shall include: (1) resending notice by certified mail with return receipt requested, where a new address is located, or (2) where the reason for non-delivery appears to be something other than an

incorrect address, leaving the notice at the residence of the person to be served, along with mailing a copy of the notice to that address by first class mail, or, where the owner is not a resident of Westfield, Washington Township, Hamilton County, Indiana, mailing by first class mail.

- xxi. Except as provided in Paragraph (f) (iii) above, proof that notice has been mailed in accordance with Paragraph (g) shall be sufficient proof of notice under these rules regardless of actual receipt. In situations addressed by (f) (iii) above, proof of notice shall be adequate if it is shown that the second attempt at notice was mailed (or left at the residence, where applicable) prior to the public hearing. Such proof shall be by affidavits in substantially the same form as Paragraph (g) (i), detailing the manner in which a new address was obtained (where applicable) and the manner in which notice was sent and left at the residence (where applicable). Proof shall also include postmarked certified mail receipts and signed returned receipts where used. Provided, however, the Commission may, at its discretion, continue a public hearing and require further attempts at notice to non-applying property owners whose property is included in the application or proposal.
- xxii. Appearance at any hearing on an application or proposal, in person or by representative, shall waive any defect in notice unless the alleged defect is raised at the beginning of the hearing.

n. Proof of notice shall be in the following form:

- xxiii. One or more notarized, sworn affidavits stating the manner in which the affiant (s) obtained the names and addresses of the property owners required to be notified, and stating the date upon which such names and addresses were obtained. Said manner shall be in accordance with Paragraph (e) of this Rule. In the case where the affidavit relates to a second attempt pursuant to Paragraph (f) (iii) of this Rule, the manner of obtaining a new name and/or address, if any, shall be in accordance with said Paragraph (f) (iii) and Paragraph (f) (iv). Said affidavit(s) shall also include the list of names and addresses thus obtained, keyed to a map showing the property that is the subject of the application and proposal and surrounding property; and, said affidavit(s) shall also show that notice in the required form was sent to the names and addressees on said list, the date upon which said notice was sent (which shall be no later than 21 days before the public hearing date in accordance with Paragraph (e) of this Rule), and the manner in which said notice was sent, which shall be in accordance with Paragraph (f) of this Rule. All affidavits shall be made upon personal knowledge. The affidavits required by this provision shall be filed with the Department no later than seven (7) days prior to the public hearing.
- xxiv. Proof of compliance with these notice requirements shall also include the original receipts for certified mail stamped by the United States Post Office with the date of mailing, whenever these rules require that notice be sent by certified mail (with or without return receipt requested). The receipts shall be filed with the Department simultaneously with the

affidavits required by Paragraph (g) (i) above.

- xxv. In all cases where notice is required to be sent by certified mail with return receipt requested, proof of compliance with these notice requirements shall also include filing with the Department the original, signed return receipts showing the date and to whom delivered. Where the Department is responsible for giving notice, the return receipts shall be placed in the file as they are received. Where any other person is responsible for giving notice under these rules, that person shall file the return receipts with the Department at least three (3) business days prior to the public hearing. Provided, however, signed receipts which are received by the person responsible for giving notice later than three (3) days business days prior to the public hearing shall be filed with the Department as they are received. Provided further, where any notice required to be sent by certified mail with return receipt requested is returned to the sender for any reason, the person responsible for sending notice shall promptly notify the Department of that fact and shall also provide the returned envelope to the Department for the file.
- o. The Department shall cause a legal notice to be published in the newspaper at least 21 days before the public hearing.
- 6. In the event that a proposal would repeal and replace the Zoning Ordinance or amend the text of the Zoning Ordinance, the Department shall publish notice of the proposal in the newspaper at least 21 days before the public hearing on the proposal. The notice shall comply with Paragraph 2(c) above. No other notice shall be required.
- 7. In the event that a proposal would repeal and replace the Plan or amend the text of the Plan, the Department shall publish notice of the proposal in the newspaper at least 21 days before the public hearing on the proposal. The notice shall comply with Paragraph 2(c) above. No other notice shall be required.
- 8. In the event that a proposal would repeal and replace the Zoning Maps for the entire jurisdiction, the Department shall mail notice, by first class or bulk mail, to all interested parties, as defined in Paragraphs 2(d) and 2 (e) above. Notice shall also be published in the newspaper and/or in a newspaper of general circulation in the adjacent county, as required, at least 21 days before the public hearing on the proposal. The notice shall comply with Paragraph 2(c) above. No other notice shall be required.
- 9. For public hearings of the Commission or any of its standing committees, the Department shall publish notice of the hearing in the newspaper at least 21 days before the public hearing on the proposal. The notice shall comply with Paragraph 2(c) above. No other notice shall be required.
- 10. For all meetings, other than public hearings, of the Commission or any of its standing committees, a 48-hour notice shall be made by posting the meeting time and location at the entrance of the building where the meeting will occur and at Town Hall. No other notice shall be required.
- 11. The Department shall bear the cost of and responsibility for newspaper notice and posting the notice at the meeting location. The party requesting the hearing shall bear the cost of

and responsibility for notice to interested parties.

12. The Department may also cause notice to be posted on the official Town of Westfield web site.

Article XI: Committees

21. The following standing committees shall be nominated by the President and confirmed by the Commission:
 - p. Comprehensive Plan Review Committee
 - q. Zoning Standards Committee
22. The standing committees shall be appointed for one year and shall consist of less than five (5) Commission members. Committees may be supplemented by non-member citizens. Vacancies shall be filled immediately by the Commission.
23. Special committees may be nominated by the President and confirmed by the Commission for purposes and terms which the Commission approves and in accordance with the following:
 - r. Each committee shall be composed of less than five (5) Commission members.
 - s. The President shall nominate a chairperson for each committee who shall be confirmed by the Commission. The chairperson shall be responsible for all official business.
 - t. All committees shall submit a report to the Commission upon the completion of their business.
 - u. Special resource persons providing information on such matters as drainage, utilities, roadways, floodplain areas and other special requirements may meet with the committees as needed.
24. Comprehensive Plan Review Committee
 - v. Establishment The Westfield Washington Township Comprehensive Plan Review Committee ("Comprehensive Plan Review Committee") is hereby established as a permanent committee of the Commission.
 - w. Purpose The purpose of the Comprehensive Plan Review Committee shall be to promote and conduct a continuing review of the Westfield Washington Township 20/20 Comprehensive Plan ("Plan") to the related ends of recognizing and addressing land use trends as they develop and of avoiding the necessity and cost of a single, comprehensive, long-term revision of the Plan.
 - x. Powers and Duties The Comprehensive Plan Review Committee shall have the following powers and duties:

- iii. The Comprehensive Plan Review Committee shall prepare an annual written review of the Plan for the Commission and the Council. The Comprehensive Plan Review Committee shall present its annual written review to the Commission and the Council during at least one (1) public meeting conducted during the months of November or December. This meeting may be held in conjunction with the Zoning Ordinance Committee's November or December meeting.
- iv. At the direction of the Commission, the Comprehensive Plan Review Committee shall prepare proposed amendments to the Plan for consideration by the Commission and the Council.
- v. The Comprehensive Plan Review Committee shall conduct at least one (1) public hearing for the purpose of accepting and recording public comment on the Plan. While comments may be presented orally, it is requested that all comments be presented in writing. The required hearing shall be held during the month of September. Notice of hearings shall be published in the manner prescribed by IC 5-3-1, *et seq.* Each hearing record shall be forwarded to the Commission prior to the submission of, or as a component of, the annual written review of the Plan.
- vi. The Comprehensive Plan Review Committee shall review all applications for the rezoning of land within the Jurisdictional Area, including planned unit development applications, and make recommendations to the Commission regarding the approval, the conditional approval, or the denial of the applications based on compliance with the Plan.
- vii. The Comprehensive Plan Review Committee shall review all proposals for revisions to the Plan and make recommendations to the Commission regarding the proposals.
- viii. The Comprehensive Plan Review Committee shall meet as necessary to accomplish the duties set forth above. All meetings of the Comprehensive Plan Review Committee shall be advertised in the manner prescribed by IC 5-14-1.5, *et seq.*
- y. Membership and Term The Comprehensive Plan Review Committee shall consist of a maximum of five (5) voting members, ~~three (3) of whom shall~~ up to four (4) may be members of the Advisory Plan Commission. If appointed, the remaining ~~two (2)~~ voting member(s) shall be citizen members with knowledge and experience in community affairs; awareness of the social, economic, agricultural, and industrial issues of the area; and an interest in the development and integration of the area. The term of all voting members shall be for one (1) year. Voting members shall be nominated by the President, or a majority of the Advisory Plan Commission and confirmed by the Advisory Plan Commission during its regularly scheduled January meeting or as soon as thereafter practical.
- z. Action: Official action, in the form of recommendations, may be taken only by the concurrence of a majority of the voting members present at the meeting or by individual signed affidavit(s) or when participation has occurred via some live communication tool. Staff from Town departments shall be available to assist the

Committee as needed. The committee may seek input from other special resource persons as needed.

aa. Conflict Members of the Comprehensive Plan Review Committee shall not participate in the review of, or vote on, site-specific proposals in which they have a direct or indirect financial interest.

25. Zoning Standards Committee

bb. Establishment The Westfield Washington Township Zoning Standards Committee ("Zoning Standards Committee") is hereby established as a permanent committee of the Commission.

cc. Purpose The purpose of the Zoning Standards Committee shall be to promote and conduct a continuing review of the Westfield Washington Township Zoning Ordinance ("Zoning Ordinance") to the related ends of recognizing and addressing land use trends as they develop and of avoiding the necessity and cost of a single, comprehensive, long-term revision of the Zoning Ordinance.

dd. Powers and Duties The Zoning Standards Committee shall have the following powers and duties:

- ix. The Zoning Standards Committee shall prepare an annual written review of the Zoning Ordinance for the Commission and the Council. The Zoning Standards Committee shall present its annual written review to the Commission and the Council during at least one (1) public meeting conducted during the months of November or December. This meeting may be held in conjunction with the Comprehensive Plan Review Committee's November or December meeting.
- x. At the direction of the Commission, the Zoning Standards Committee shall review specific elements of the Zoning Ordinance and/or prepare proposed amendments to the Zoning Ordinance for consideration by the Commission and the Council.
- xi. The Zoning Standards Committee shall conduct at least one (1) public hearing for the purpose of accepting and recording public comment on the Zoning Ordinance. While comments may be presented orally, it is requested that all comments be presented in writing. The required hearing shall be held during the month of September. Notice of hearings shall be published in the manner prescribed by IC 5-3-1, *et seq.* Each hearing record shall be forwarded to the Commission prior to the submission of, or as a component of, the annual written review of the Zoning Ordinance.
- xii. The Zoning Standards Committee shall review all proposals for revisions to the Zoning Ordinance text and maps and make recommendations to the Commission regarding the proposals.
- xiii. The Zoning Standards Committee shall meet as necessary to accomplish the duties set forth above in a timely manner. All meetings of the Zoning Standards Committee shall be advertised in the manner prescribed by IC

5-14-1.5, *et seq.*

ee. Membership and Term The Zoning Standards Committee shall consist of a maximum of five (5) voting members, ~~three (3) of whom shall~~ up to four (4) may be members of the Advisory Plan Commission. If appointed, the ~~remaining two (2)~~ voting member(s) shall be citizen members with knowledge and experience in community affairs; awareness of the social, economic, agricultural, and industrial issues of the area; and an interest in the development and integration of the area. The term of all voting members shall be one (1) year. Voting members shall be nominated by the President, or a majority of of the Advisory Plan Commission and confirmed by the Advisory Plan Commission during its regularly scheduled January meeting or as soon as thereafter practical.

ff. Action Official action, in the form of recommendations, may be taken only by the concurrence of a majority of the voting members present at the meeting or by individual signed affidavit(s) or when participation has occurred via some live communication tool. . Staff from Town departments shall be available to assist the Committee as needed. The committee may seek input from other special resource persons as needed.

gg. Conflict Members of the Zoning Standards Committee shall not participate in the review of, or vote on, site-specific proposals in which they have a direct or indirect financial interest.

Article XII: Appointment to the Board of Zoning Appeals

2. In accordance with IC 36-7-4-902, the Commission shall, from its membership, appoint one representative to serve on the Board of Zoning Appeals. This appointee shall not hold elective office or appointive office other than to the Commission.
3. In accordance with IC 36-7-4-907, the Commission may, in the absence of its appointment under Article XII, Paragraph 1 above, appoint an alternate member to the Board of Zoning Appeals as needed.

Article XIII: Amendments

1. Amendments to these rules of procedure may be made by the Commission at any regular meeting, special meeting or work session upon the affirmative vote of a majority of the members of the Commission. The suspension of any rule may be ordered at any meeting by a unanimous vote of the members present.

Rules of Procedure of the Plan Commission of Westfield Washington Township, Indiana, approved by the affirmative vote of the members of said Commission (____-____-____) at the regular meeting of the Commission held on the _____ day of _____, 2002. This approval repeals any prior rules of procedure.

President

Date

ATTEST:

Secretary

Date